



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

OCJCS/JHO
DISTRIBUTION: A,C,J,S

CJCSI 5320.01
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GUIDANCE FOR THE JOINT HISTORY PROGRAM

1. Purpose. To establish guidance for the Joint History Program.
2. Cancellation. CJCS MOP 62, 23 November 1992, is canceled.
3. Applicability. The Joint History Program includes the Director for Joint History, the Joint History Office (JHO), the history programs of the commanders in chief of the combatant commands (CINCs), and operational Joint History elements or personnel. This instruction applies to the Services, the CINCs, and the Defense Intelligence Agency (DIA). It does not affect the responsibilities of the Services and DIA for preparing their histories and for conducting their historical programs.
4. Policy. The objectives of the Joint History Program are:
 - a. Document the role of the Chairman of the Joint Chiefs of Staff (CJCS), Vice Chairman of the Joint Chiefs of Staff (VCJCS), the Joint Chiefs of Staff (JCS), the Joint Staff (JS), and CINCs in the development and implementation of national security policy.
 - b. Document, record, describe, and analyze the joint aspects of military planning and operations.
 - c. Provide historical support to the CJCS, VCJCS, and JS.
 - d. Promote knowledge of the history of joint activities and operations among the Joint Staff, the Services, the Joint and Service schools, and the general public.
 - e. Foster unity of effort on joint history matters among the Joint Staff, the services, and the CINCs.

- f. Ensure the maintenance of strong historical programs by the CINCs.

5. Responsibilities

a. Director for Joint History. The Director for Joint History will plan, implement, and manage the Joint History Program to emphasize the joint dimension of military history. The Director will ensure complete and accurate historical coverage of joint operations and activities. In the accomplishment of this mission, the Director for Joint History will:

- (1) Serve as the principal adviser to the Chairman of the Joint Chiefs of Staff on historical matters and act as the CJCS spokesperson on joint history matters.
- (2) Coordinate and integrate Joint History Program activities.
- (3) Formulate and coordinate policy on joint history with the Services, the CINCs, and DIA. As appropriate, solicit the Service and DIA historical offices to prepare joint histories under arrangements mutually agreed upon by the Director for Joint History, the DIA, the Service history offices, and the CINC historians concerned.
- (4) Advise the Directorate for Operational Plans and Interoperability (J-7) of joint historical studies being coordinated with the National Defense University.
- (5) Supervise the work of the Joint History Office and assign preparation of histories, studies, and projects to the office staff.
- (6) Advise the CINCs about the adequacy of their historical programs and assist them in obtaining adequate resources for their programs.
- (7) Coordinate the historical programs of the CINCs with the Joint Staff and the Services to ensure full and proper historical coverage of joint activities and operations.
- (8) Maintain liaison with the historical offices of the CINCs to facilitate proper coordination between them and the Service components as well as with subunified and combined commands.

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(9) Oversee Joint History deployments, ensuring that deployed joint historical elements are properly staffed, trained, and equipped.

(10) Ensure access for all personnel of the Joint History Program to all sources necessary for their research.

(11) Coordinate with J-7, the Joint Doctrine Division, to ensure appropriate inclusion of historical experience in developed and emerging joint doctrine.

(12) Encourage study and research on historical subjects relevant to joint operations and activities in Joint and Service schools, international military institutes, universities, and research centers. Encourage graduate student internships, faculty fellowships, and research in joint history.

(13) Maintain liaison with the history and museum programs of the Services, the Office of the Secretary of Defense, the Department of State and the Central Intelligence Agency.

(14) Maintain liaison with the National Archives and Records Administration on records matters and provide advice to CINC historians on document retention and declassification.

b. Joint History Office (JHO). The JHO will produce accurate, thorough, and objective histories of the activities of the Chairman and Vice Chairman of the Joint Chiefs of Staff, and of joint operations conducted by the US Armed Forces. To accomplish this mission, the Joint History Office will:

(1) Produce and publish "The Joint Chiefs of Staff and National Policy" series portraying the role of the Chairman of the Joint Chiefs of Staff, the Joint Chiefs of Staff, and the Joint Staff in the development of national security policy. Contractor support will be used to ensure timely completion.

(2) Produce historical volumes and studies as requested by the Chairman and the Vice Chairman of the Joint Chiefs of Staff, the Director of the Joint Staff, or the Director for Joint History.

(3) Produce histories of the role of the Chairman of the Joint Chiefs of Staff and the Joint Staff in joint operations and actions and/or guides to the documentation generated by such operations and actions.

- (4) Coordinate the preparation of joint histories and studies with the Services and the CINCs as appropriate.
- (5) Manage Joint History elements in joint deployments for the Director for Joint History.
- (6) Review the periodic historical reports of the CINCs for quality, completeness, and conformance with guidance of the Director for Joint History.
- (7) Make assistance visits to evaluate unified command historical activities, products, and historical document management, furnishing staff assistance to the CINCs on historical matters for the Chairman of the Joint Chiefs of Staff and the Joint Staff. Also assist unified command historians in employment of Reserve assets in their offices.
- (8) Review papers, actions, manuscripts, articles, and speeches for historical accuracy for the Chairman of the Joint Chiefs of Staff, the Vice Chairman of the Joint Chiefs of Staff, and the Joint Staff.

c. Historical Programs of the CINCs. The CINCs will maintain historical programs to ensure the production of accurate, thorough, and objective historical accounts of the significant activities of their commands, including all significant contingency and joint operations conducted by their respective commands. In pursuit of this objective, CINCs should maintain dedicated, full-time history offices with a proposed minimum staffing of two professional historians and one administrative assistant. To ensure the collection of all significant data on current plans and operations, these history offices should report directly to the Deputy CINC/Chief of Staff, should be represented at meetings of staff principals, and should conduct periodic interviews with members of the command group. At least one person in each CINC history office should have a TOP SECRET SENSITIVE COMPARTMENTED INFORMATION (TS-SCI) clearance to assure access to meetings in secure facilities and to collect all relevant documentation. To accomplish this historical mission, the CINCs will:

- (1) Submit annual or multiple-year historical reports, through the Director for Joint History, to the Chairman of the Joint

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Chiefs of Staff. Specific requirements for the reports are in Enclosure A.

- (2) Maintain a complete documentary record, and provide complete historical coverage of crises and contingency operations involving the command.
- (3) Coordinate all historical activities within their commands and with Service components to achieve unity of effort and complete coverage of joint operations while avoiding duplication.
- (4) Provide for historical coverage on mobilization planning and crisis action procedures, to include access for command historians to command operations centers and all appropriate sources.
- (5) Ensure that history annexes are included in appropriate operations plans, operations orders, and concept plans. The annexes will specify how historical coverage will be accomplished, providing details on the deployment of joint historians and the type of material and information to be collected.
- (6) Maintain liaison with the Director for Joint History.
- (7) Ensure conformity of subunified and combined command histories with stated requirements.
- (8) Meet with their command historians for periodic interviews, including exit interviews. Guidance for conduct of these interviews is in Enclosure B.
- (9) Ensure the adequacy of the command's records management program from a historical perspective. Facilitate liaison between the historian and the command records manager, to ensure that key documents, including electronic records, are reviewed, organized, and secured for the historical record.
- (10) Align Reserve assets to support field deployments and history office activities.

d. Reserve Component Historians. Reserve component historians aligned to joint missions will train periodically with the Joint History Office and combatant command history offices and

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be available to assist them in times of emergency or crisis, deploying as needed. Reserve components will provide trained personnel to deploy to assist and supplement the CINC historians either in a combatant command or a Joint Task Force (JTF) Headquarters. The JHO will also assist CINC historians to create Individual Mobilization Augmentee (IMA) billets in their offices. The IMAs may augment command history offices, or deploy as needed. At least one IMA billet should be designated for a TS-SCI clearance to enable a Reserve-Component historian to attend staff meetings in secure facilities and collect the necessary documents. In the accomplishment of this mission, reserve-component historians will:

- (1) Maintain proficiency by regular training.
- (2) At the request of the Director for Joint History, and after coordination with the appropriate Services, participate in deployments to train with unified commands during joint exercises.
- (3) Upon mobilization and deployment, assist or supplement historical offices by collecting documents and other sources, preserving and organizing records, collecting artifacts, conducting interviews, and preparing chronologies of joint planning and operations.

6. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

\Signature\
STEPHEN T. RIPPE
Major General, USA
Vice Director, Joint Staff

Enclosures:

- A—Specific Requirements
- B—Requirements for CINC Interviews

DISTRIBUTION

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ENCLOSURE A

SPECIFIC REQUIREMENTS FOR PERIODIC HISTORICAL REPORTS

1. Submission and Disposition

a. The unified command historical report will either cover the calendar year or the tour of duty of a CINC.

b. Historical reports that are prepared on an annual basis will be submitted to the Director for Joint History by 31 December of the following year. Those that cover the tenure of a CINC will be submitted by 31 December of the year following the CINC's departure. In either case two copies will be submitted to:

- (1) Chief of Staff, US Army.
- (2) Chief of Naval Operations.
- (3) Chief of Staff, US Air Force.
- (4) Commandant of the Marine Corps.
- (5) The Joint History Office

c. Commands that want to produce their historical reports on a basis other than the calendar year or the tenure of the CINC or who wish to substitute monographs or short studies focusing on particular topics should first coordinate their plans with the JHO. In no case will a command historical report cover more than a 4-year period.

2. Form. The report will be a fully documented (annotated) history containing a subject index. Detailed accounts of special operations and exercises or descriptions of special problems not appropriate for the narrative may be included as appendices. Charts may be added wherever appropriate, but supporting documents (e.g., copies of directives and regulations) should not be included.

3. Content

a. The narrative portion of each report will emphasize the operational, planning, logistic, and administrative activities of the headquarters. It will pay particular attention to the degree of

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success in these areas and to the problem and difficulties encountered. The significant activities of all major staff divisions will be covered. Routine or trivial matters should be left out. Data listing the command's total personnel strength and major forces assigned at the end of all the years covered in the history should be included.

b. Operations undertaken in connection with international crises will receive special attention.

c. The mobilization planning and crisis action procedures of the headquarters should be covered. Full and detailed reporting should be included in the event of an actual mobilization.

d. Details of the operations of component commands should not be included, except for accounts of their participation in international operations or important joint exercises. Interaction between unified command headquarters and component command headquarters, however, should be covered when appropriate.

e. Commanders of unified commands, who are also commanders or senior US representatives of combined commands, will include in their reports accounts of US participation in combined commands. These accounts will be confined to matters relating to the United States. Material requiring the special markings of regional defense organizations should not be included.

4. Classification

a. Reports should be classified according to content, up to and including TOP SECRET.

b. Reports including special intelligence information requiring special clearances will be submitted as separately bound annexes.

5. Technical Guidance. Guidance on professional standards will be provided by the Director for Joint History. Direct communication between the unified command historian and the Director for Joint History on professional matters is authorized and encouraged. In cases where historians elect to prepare CINC-tour histories, occasional staff visits from the JHO may be used to certify to the CINC historian's supervisor that progress is being made and that documents are being properly collected and stored.

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ENCLOSURE B

REQUIREMENTS FOR CINC INTERVIEWS

1. Conduct and Submission

- a. Command historians will interview their departing CINCs. These interviews may be conducted more frequently, as arranged between the CINC and the command historian.
- b. When developing questions for such interviews, CINC historians should coordinate their effort with the historians of other unified commands that might have shared operational interests and with the Joint History Office.
- c. Three copies of the final, edited transcript will be sent to the Director for Joint History. CINC historians should also make distribution to the Service history offices.

2. Content. Interviews will cover major activities and issues that involved the CINC during his tour. Special attention should be given to military operations or crisis situations, to command relationships and relations between the CINC and the Chairman of the Joint Chiefs of Staff, and to questions concerning changes in mission or area of command responsibility.

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